

**Town of Maynard, MA
Capital Project Request Form**

Department: Please Pick One
Contact Person:

Date Prepared:
Contact Phone Number:

Project Title:

Fiscal Year Request: Priority Category (see definition below): Please Pick One

Description:

Situation (how did this project need come about):

What alternatives were considered and why were they rejected?:

Can other departments in Maynard use this capital item?:

Risk of not doing this project?:

Need Arises From:

- | | |
|--|--|
| <input type="checkbox"/> Compliance w/ State or Federal Law | <input type="checkbox"/> Elimination of liability exposure |
| <input type="checkbox"/> New Program based on documented demand | <input type="checkbox"/> Expanded program based on documented demand. |
| <input type="checkbox"/> Elimination of public health/safety problem | <input type="checkbox"/> Cost savings or avoidance in existing program |
| <input type="checkbox"/> Improvement in effectiveness or efficiency | <input type="checkbox"/> Replace Existing Capital Asset |

Financial Information:

Amount being requested: \$ Partial Funding Y/N, Y or N if Y, how much: \$, and source:

Basis for Cost Estimate (please attach additional information):

- | | |
|--|--|
| <input type="checkbox"/> Firm Outstation | <input type="checkbox"/> Contractor Estimate |
| <input type="checkbox"/> Dept Estimate | <input type="checkbox"/> Other |

Expected Life of Item or Project: Expect Residual Value \$

Will the Capital Purchase replace something that currently provides the function or will it provide a new function?

- ☐ New ☐ Replacement

If replace, please state the age (yr of purchase), residual value and other pertinent information about the item being replaced (mileage for vehicles, version for software etc): Year: Residual Value: \$

Impact on Operating Cost of the Department:

- ☐ Increase ☐ Decrease ☐ No Impact

Explain Impact:

Submitted By:
Title:

Date:

Definitions of Categories:

Category 1: Projects that can NOT be reasonable postponed

Category 2: Projects which should be carried out with in a few years in order to meet anticipated public need.

Category 3: Projects which are needed to meet documented new or expanded public demands

Category 4: Projects that can easily be postponed or eliminated from immediate consideration